



Notice of Commencement Form

Building Regulations 2010 (as amended) Confirmation of commencement date

The Building Regulations 2010 (as amended) requires the client, including domestic clients, to advise us of the date they consider work to be commenced in line with the relevant definition. This date will usually be after the first inspection date. You can use this form to advise us when this stage is completed. Please complete and return to us at buildingcontrol@guildford.gov.uk not more than 5 days after the work is regarded as commenced.

Location:

Description of works:

Our Reference Number:

Commencement date:

Please tick the relevant statement below:

Regulation 46A Paragraph 2 applies:

work consists of the construction of a complex building, work is to be regarded as commenced in relation to that building or the first stage of building work for that building when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.

Regulation 46A Paragraph 3 applies:

the work consists of—(a) the construction of a building where the paragraph above does not apply; or
(b) horizontal extension of a building,

work is to be regarded as commenced when the sub-surface structure of the building or the extension including all foundations, any basement level (if any) and the structure of ground floor level is completed.

Regulation 46A Paragraph 4 applies:

to any other building work, work is to be regarded as commenced where the statement sets out details of the works which the client considers amounts to 15% of the proposed work, and where the extent of works has been completed.

Client name:

Client signature:

Correspondence address

Guildford Borough Council, Building Control, Millmead House, Millmead, Guildford, GU2 4BB

Telephone: 01483 444000 Email: buildingcontrol@guildford.gov.uk www.guildford.gov.uk/buildingcontrol



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B O R O U G H



Cert No. FS 776322
ISO 9001

Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: iro@guildford.gov.uk)